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REPORT OF OFFICE OF TRAINING ACTIVITIES

22 February - 5 March 1965

A. ITEMS OF INTEREST TO THE DD/S

1. Intelligence Orientation Course

I.O. #76, begun 1 March, has an enrollment of 22 students. This student group is markedly different from the last several classes. About half the students come from the DDP, and only three from the DDS. Grades range from GS-05 to GS-17 (median grade is GS-11). Also, half the group are "old-timers," (i.e., on board with the Agency more than a year), and over one-third have been here more than three years. This, too, is a reversal of recent trends, as a sizeable majority in recent classes have been newcomers to the Agency.

2. Briefing at Kings Point, New York

25X1A [redacted] flew to and from the Civil Service Executive Center at Kings Point, N. Y. on 16 February to brief the two-week seminar on "The National Defense Establishment." The class of 34, representing 13 departments or agencies was predominantly from the defense establishment. It included a CIA member. Most appeared to be rather senior people in their respective agencies. The presentation of "The Intelligence Function in National Security Policy" seemed well received, and they used up the entire time allotted for questions. Dr. DeVore, the Course Director, expressed his personal appreciation quite warmly. Having attended one of the first seminars conducted at the CSESC in late 1963, 25X1A [redacted] particularly noted a remarkable improvement in accommodations for the students as well as in the seminar rooms. One could now be very comfortable there in midwinter.

3. Intelligence Production Course

25X1A Sherman Kent was the host to the IPC JOTs during the past reporting period. The day began, as usual, with Mr. Kent's staff meeting, at which the Board of National Estimates was briefed on a forthcoming National Intelligence Estimate by [redacted] was a JOT about seven years ago, and has distinguished himself in the Agency in the DDP with two overseas tours, and has performed brilliantly in the Office of National Estimates. His briefing was excellent - the prospects

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for the [REDACTED] Mr. Kent was well pleased with [REDACTED] paper, and with his oral presentation to the Board. It was an eye-opener to the JOTs as to how business is done at that level.

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The afternoon program for the JOTs was upset by a "crash" estimate that had to be prepared and coordinated on Vietnam. General Carter had allowed the Board only 18 hours to get the whole thing done--starting from scratch. [REDACTED] was the host to the JOTs while the Vietnam paper was being thrown together. He answered questions for about three hours on the working arrangements between the DDP and the DDI at the level of the Office of National Estimates. Afterwards he gave the JOTs a working paper he was "chairing" on Eastern Europe, and asked them to critique the paper on their own time, and to let him see the critiques. When Chief, Intelligence Production Faculty forwarded the critiques to

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[REDACTED] he was so pleased that he called him on the phone, and asked him to inform the JOTs that their well expressed, substantive and editorial comments had been received, and would be taken into consideration before the working paper saw the light of day as a National Intelligence Estimate.

4. National Interdepartmental Seminar

The 17th Session of the National Interdepartmental Seminar was completed on 19 February. Overall, the CIA participation in the Seminar was highly commended by the Seminar participants. Most of the CIA lecturers were judged "outstanding" by the students. The next seminar is scheduled for 5-30 April.

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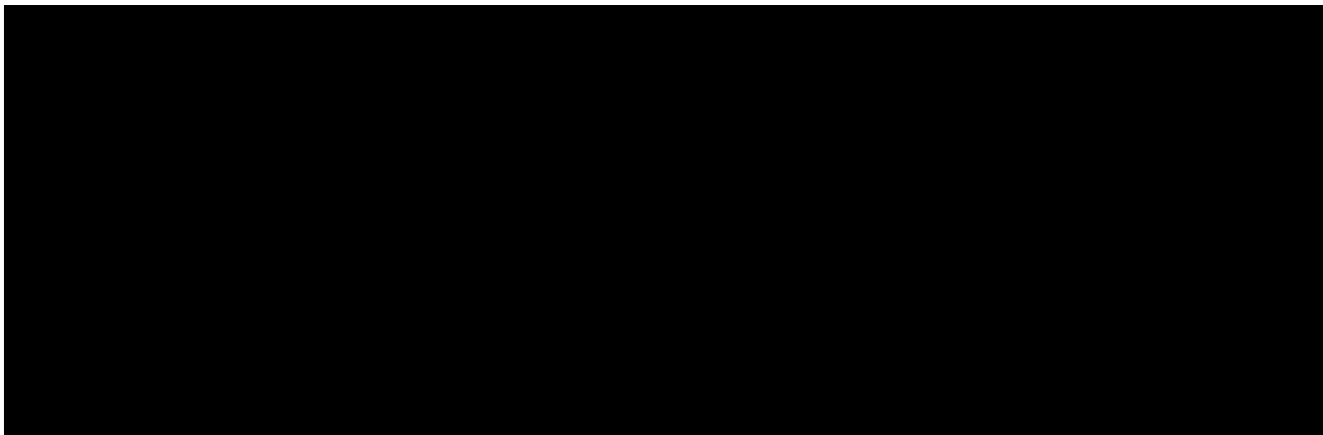
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7. Matters Related to Support [REDACTED]

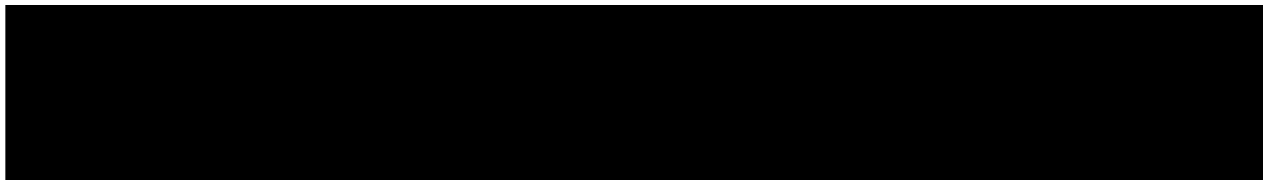
It has taken the Supply Branch six months to accomplish the re-warehousing of stocks and the purification and disposal of stocks on hand. It is estimated that approximately 100 tons of material in the scrap category were disposed of. The book value of the obsolete, fair wear and tear and excess stocks was approximately \$150,000. A wall-to-wall physical inventory of all stocks on hand is scheduled for sometime during March.

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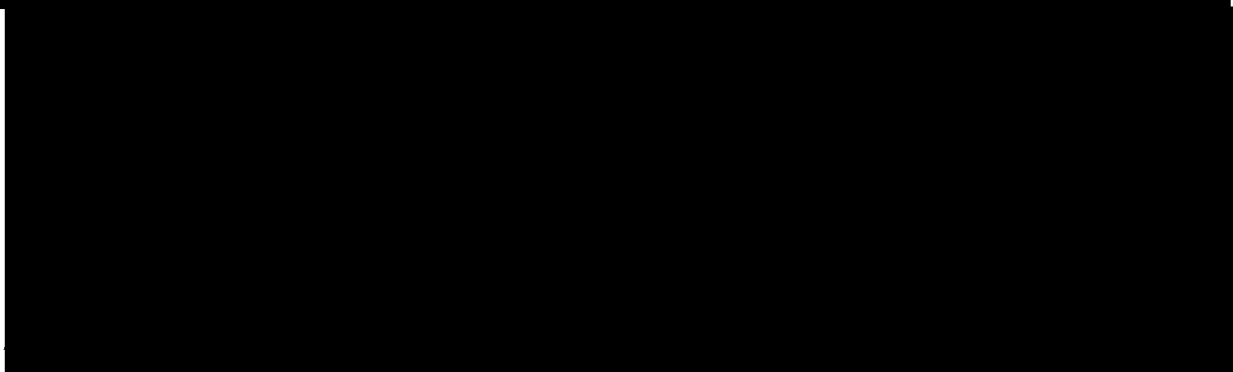
The engineering firm that inspected [REDACTED] to determine if it is in a safe condition to use indicated the building is not safe but is worth saving at a cost of approximately \$6,600. Inasmuch as [REDACTED] has an investment of about \$100,000 in this building, the Chief of the Public Works Branch and the Chief of the Supply Branch both feel that the expenditure of funds to renovate the building would be a wise investment even though there is no immediate need for it. In order to do the job properly, it would cost about \$15,000 which would cover cost of replacing the entire roof and floor.

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8. Foreign Language Training

We are currently conducting three full-time and two part-time courses in German. We received notification that EE will place a requirement on us for another full-time basic course in the near future. This represents a tremendous increase in German training, which has been lagging somewhat in the past two years.

Five new classes in Romance languages started this Monday: one in Spanish, two in Portuguese, and two in French. Daytime enrollment in the Romance Language Department increased accordingly to a new high. We now have 42 full-time and 16 part-time students. Our teaching staff is working at its absolute limit, some instructors spending up to six hours a day in class. We are seeking new instructors in all of the Romance languages. Having fully exploited the pool of foreign language speaking Agency wives at Headquarters, we are now being forced to make contacts in the local academic community. Our contacts in the Operating Divisions tell us that our high enrollment in Romance languages will continue into the foreseeable future.

9. Training Film

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The movie crew departed 1 March, for [REDACTED] to begin production of the [REDACTED]. This will require several weeks of shooting.

10. Public Address System

We continue to have difficulties with the public address system in Rooms 1A07 and 1A13 at Headquarters. A commercial firm has recommended a new amplification system which would cost about \$2500. However, before recommending purchase we will arrange to have GSA make an acoustical survey of the rooms to determine whether other changes can be made which would correct the situation. Any costs will be borne by OL since the rooms are under their control.

11. Training Assistance Staff

During the period 1 through 28 February the Training Assistance Staff distributed 139 items internally, 292 items to field installations and 4 items to the Department of the Army.

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12. Kings Point Executive Seminar Center

We have been laboring under some apprehension as to filling all of the 11 spaces allocated to CIA at the Kings Point Executive Seminar Center. However, with a special assist from DDI, it seems quite certain now that we will fill our quotas in the various seminars scheduled between now and the end of the fiscal year.

We must reply to a letter from Mr. Macy, Chairman, Civil Service Commission as to (1) what our FY 1966 requirements will be; (2) if a second center is established would we prefer it in the mid-West or on the West Coast and the amount of use we would make of it. We are working with the Executive Secretary, Training Selection Board, to determine our response to the above queries.

13. <u>Attendance</u>	<u>15-19 February</u>				<u>23-26 February</u>			
	<u>OTR (Internal) Attendance for Week of:</u>							
	FT	PT	Tut	Total	FT	PT	Tut	Total
Category	128	---	1	129	122	11	1	134
Intelligence	58	---	---	58	58	---	---	58
Communication	6	9	---	15	---	9	---	9
Management	30	---	---	30	---	---	---	---
Clerical	27	52	---	79	9	48	---	57
Communism	74	---	---	74	---	---	---	44
Lang Dir	63	156	---	219	59	152	---	211
VLTP	---	90	---	90	Ended			
Tut	---	---	24	24	---	---	25	25
	---	---	---	---	---	---	---	---
TOTAL	386	307	25	718	292	220	26	538

OTR (External training)

Week of 15-19 February -- 449 Agency employees in 281 external courses or programs

Week of 22-26 February -- 427 Agency employees in 270 external courses or programs

SIGNED
MATTHEW BAIRD
Director of Training

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